

PORTSMOUTH PUBLIC SCHOOLS (PPS)

PURCHASE ORDER TERMS, CONDITIONS & INSTRUCTIONS

1. This Purchase Order (PO) is subject to the terms and conditions herein, and any referenced or related contract/agreement.
2. Goods or Services delivered must be strictly in accordance with this order and any referenced contract, and shall not deviate in any way from the terms, conditions or specifications of the contract. Upon receipt, equipment, materials and/or supplies delivered on this order shall be subject to inspection and testing prior to acceptance. If rejected, such goods shall remain the property of the vendor. The vendor shall be responsible for all costs to return rejected goods. Rejected goods not reclaimed by the vendor within 90 days of notification by PPS shall be considered to be abandoned and may be disposed of in compliance with established PPS policies, regulations, or guidelines for such property.
3. **DELIVERY HOURS** Unless specified otherwise on the PO or contract, delivery shall be made during regular workdays and hours. The hours below generally apply. When applicable, the vendor should note these times on the Bill of Lading.
 - Schools Administration Building: 8:00 AM to 4:00 PM
 - Secondary Schools and Auxilliary Buildings: 8:00 AM to 2:00 PM
 - Elementary Schools: 9:00 AM to 2:30 PM
 - Transportation: 6:45 AM to 2:45 PM (757)393-8269 Fax (757) 393-3427
 - Warehouse: 6:45 AM to 2:45 PM (757)393-5393 Fax (757)393-5033

Note: Delivery of palletized material/equipment or items requiring PPS to provide MHE shall only be made to the Warehouse. Any exceptions must be authorized by the PPS contact at destination prior to delivery.
4. Enclose a packing list with each shipment. The vendor shall cite the PO Number on all related delivery memoranda, bills of lading, packages, invoices, and/or correspondence.
5. **TAXES** Upon request, a Virginia Sales and Use Tax Certificate of Exemption, Form ST-12 will be issued. Deliveries against this PO must be free of excise or transportation taxes; excise tax exemption registration number 54-6001517 applies.
6. **PAYMENT TERMS** In the absence of the other contractual terms, payment shall be due 30 days after receipt of proper invoice, or material/service, whichever occurs later. If discount for prompt payment is allowed, the discount period will begin on the date of receipt of proper invoice (faxed invoices are not allowed), or material/service, whichever occurs last. Please contact Accounts Payable @ (757)393-8451 for any questions regarding the invoice.
7. In case of failure to deliver goods or services in accordance with the contract terms and conditions, PPS, after due oral or written notice, may procure them from other sources and hold the vendor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that PPS may have.
8. The vendor may not overshoot or make any substitution, change or deviation without written authorization by PO Change or Modification.
9. All discrepancies will be clearly marked on the delivery receipt and the bidder will be notified of discrepancies.
10. Partial orders will be accepted and payment processed at the discretion of Portsmouth Public Schools.
11. Unless otherwise specified, all prices are Net, F.O.B. Destination, with transportation charges prepaid. No collect shipments accepted. If shipment is made by freight or express shipment and charges are authorized, they must be added to invoice. The original bill of lading shall be properly authenticated and should accompany the invoice.
12. PPS does not discriminate against faith-based organizations in accordance with the *Code of Virginia, § 2.2-4343.1*, or against any potential vendor because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.